



## CITY OF SAN BRUNO

Community Services Department

### SPECIAL MEETING MINUTES

#### Parks and Recreation Commission

March 21, 2018

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Greenberg, Lin, Martinucci, Melendrez, Nigel, Zamattia, and Zastrow. Commissioners Excused: Vice Chair Gonzales. Staff: Brewer and Stallings.
2. **PLEDGE OF ALLEGIANCE:** Youth Representative Lin and Commissioners Martinucci and Zastrow led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** Moved to April agenda.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
  - a. Receive Oral Report on the Development of the Conceptual Design for the New Recreation and Aquatics Center – Representatives from the architectural firm, Group 4, presented on the development of the conceptual design for the new recreation and aquatics center and told them they would be holding the first Community meeting at the Veterans Memorial Recreation Center on Thursday, March 22, 2018.
  - b. Report from Community Recognition Award Subcommittee and Selection of 2018 Recipient – **MSC Nigel/Greenberg** to award the Community Recognition Award to Carolyn Livengood. Approved unanimously.
  - c. Update on Commissioner Handbook – **Chair Palmer** provided the Commission with an updated handbook and reviewed the changes he made.
8. **UNFINISHED BUSINESS:**
9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** **Chair Palmer** welcomed interim Community Services Director, Michael Stallings, as well as the three new Commissioners. **Commissioner Greenberg** showed the Commission the current Junior Giants flyer and let them know she is looking for someone to take over the Junior Giants program. She asked staff for follow up on the grant given to the City for \$5,000 from

BTF. **Commissioner Nigel** gave the Commission an overview of the CPRS conference in Long Beach the week before.

- a. Park Tour Subcommittee – **Commissioner Greenberg** provided the Park Tour checklist for the Commissioners to use when they visit parks in the City.

10. **ITEMS FROM STAFF:** Interim Director Stallings introduced himself to the Commission and provided his contact information.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:45 p.m.

Respectfully Submitted,

Ludmer Aker  
Executive Assistant  
City of San Bruno